

**Housing Coordinator
Housing and Residential Life
Position Description
University of La Verne**

Title: Housing Coordinator

Supervisor: Director, Residence Life

Term of Position: 12 month

Hours: Approximately 20-25 office hours per week plus emergency on call hours

Anticipated Start Date: July 1, 2023

Assistantship Description

The Housing Coordinator is a part-time live-in residential education opportunity in a diverse residential education program that houses approximately 1000 students in traditional halls. The purpose of this assistantship is to provide the individual an opportunity to apply and practice theory learned in the classroom.

The Housing Coordinator is under the direct supervision of the Director, Residence Life and Student Conduct. The Housing Coordinator will provide supervision, leadership, and management direction to 4-7 Resident Assistants in programming, community development, and policy enforcement. The Housing Coordinator will adjudicate first level conduct cases occurring in the halls within set guidelines. The Housing Coordinator serves as a member of the afterhours Emergency Response Team, and on call responsibilities are equally shared amongst appointed Housing Staff. This position will be involved in Department committees. The Housing Coordinator will show commitment to the University mission and is encouraged to be involved with the University Community. It has flexible daily and weekly assignment schedules including: regular meetings, scheduled office hours (divided over weekdays), some weekend and on duty requirements as well as evenings dictated by program needs.

Remuneration:

\$15.50/hour. 1 furnished on campus living space. A university sponsored meal plan is provided when the dining halls are open.

Minimum Requirements:

Bachelor degree required. Applicant must be enrolled in a graduate program for the 2023-2024 academic year. The candidate must be in good academic standing with their respective University. 1 year of leadership and/or experience in a University setting.

Preferred Requirements:

Entering into the second year of enrollment in a Higher Education, College Counseling, Student Development or similar program at an accredited university. 1 year of Resident Assistant leadership.

To Apply:

Please submit a completed ULV Employment Application with a resume, cover letter and three references, no later than June 7, 2023 by 5:00 pm

Inquiries:

Eugene Shang

Director, Residence Life and Student Conduct

Housing and Residential Life

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(909) 448 -4963

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Internship Specifications

I. Staff Supervision, Development, and Training

- A. Directly supervise and develop a team of 4-7 paraprofessional Resident Assistants (RAs).
- B. Formally and informally evaluate RAs based on their performance.
- C. Facilitate and participate in weekly meetings with RAs as well as Friday staff meetings.
- D. Advise and assess academic and social programs.
- E. Participate in and facilitate the 2023 RA Staff Summer Training.
- F. Participate in and facilitate Summer Staff Retreat and Winter RA Training.
- G. Coordinate Resident Assistant duty schedule.
- H. Complete all other staff supervision, development, and training responsibilities as assigned.

II. Community Development and Conduct Management

- A. Apply Student Development theory, or equivalent, when interacting with students.
- B. Develop relationships with students to enhance and promote their personal and community development.
- C. Facilitate career development and academic success programs.
- D. Serve as a Conduct Hearing Officer for the Department by investigating and conducting hearings and assigning consistent and appropriate administrative and educational sanctions.
- E. Interpret and enforce university and department policies.
- F. Maintain confidentiality when interacting with students and staff members.
- G. Complete all other departmental conduct management responsibilities as assigned.

III. Staff Leadership Responsibilities

- A. Assist and participate in the 2024-2025 RA and Housing Coordinator selection processes.
- B. Attend Southern Leadership Drive In Conference 2023 with RAs.
- C. Participate in and facilitate the Spring 2024 RA Training.
- D. Complete all other related leadership responsibilities as assigned.

IV. Emergency and Crisis Response

- A. Participate in the departmental after business hours emergency and crisis response team in an on-call duty rotation.
- B. Respond to and manage incidents appropriately and in a timely manner, including completion of administrative related paperwork.
- C. Interpret and enforce university and department policies.
- D. Complete all other emergency and crisis response responsibilities as assigned.

V. Department Administrative Responsibilities

- A. Participate in Check-in and Closing processes at the beginning and ending of each semester.
- B. Interact collaboratively with the Administrative Services staff to complete maintenance requests, room condition inventory forms, common area reports and key requests.
- C. Interact collaboratively with Campus Safety, University Facilities and Housekeeping to promote a safe and harmonious living environment.
- D. Attend and participate in department weekly meetings.
- E. Manage a programming budget and prepare administrative related paperwork.
- F. Complete all other department administrative responsibilities as assigned.